

RLF Semi-annual Reports Instructions

Revised 5/4/2007 3:00 PM

This document will describe each question on each form that may be required to complete a CDBG-ED/RLF Semi-annual Report. It is written to support automated Excel reporting. Notes are provided where necessary to explain the difference in function for non-automated or paper reports. In most cases, use of the automated reports will provide the best reporting to Commerce.

This document may be updated from time to time. Please always refer to the web site for the most current instructions.

Also, many of your questions may be answered in the Q&A section listed at the end of these instructions.

Saving the file

The semi-annual report was sent to you as an Excel file attachment to an email. Save the Excel file to your local hard drive or network before entering information to be sure you don't lose changes you make. In Outlook, this is accomplished by opening the email message and choosing File and Save Attachments... from the menu, or right-clicking on the attachment icon.

Note: Saving by opening the attachment and then choosing File and Save As... from inside Excel will require you to re-open the file and may not be as successful as the suggested method above.

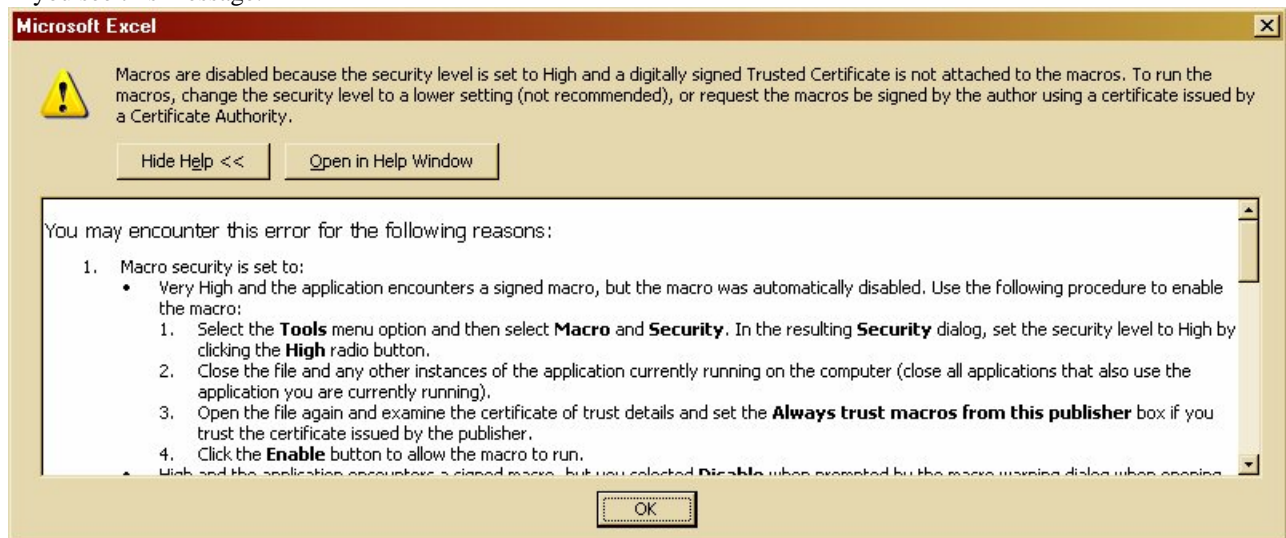
Opening the file

This section applies only to Excel/Office XP, 2002, and 2003 users.

Excel 95, 97 or 2000 version is not automated and can skip this section.

Macros must be enabled to use the automated Excel reports. Two steps may be necessary to enable macros. Attempt to open the RLF999SAR.xls file (where 999 is your RLF number) by double-clicking in an Explorer window, or selecting File and Open menu options and selecting the file from within Excel.

If you see this message:

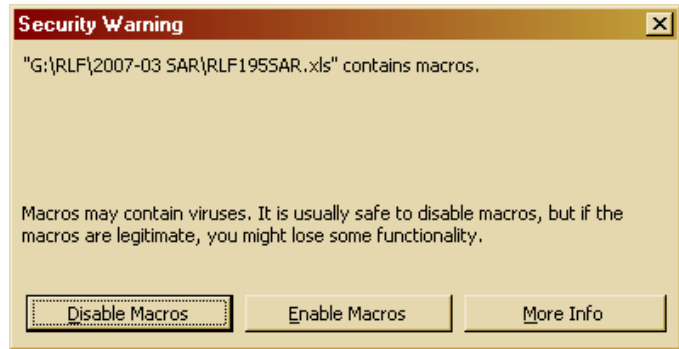


you must change your security settings in Excel to use the workbook. This change will simply give you the option of opening Excel files containing macros. It will not allow macros to run without your permission. Never enable macros for files from unknown senders. When you have completed this report, you may want to set your security back to High or Very High to ensure the highest level of protection from malicious macros.

The provided message describes the steps to enable macros for this report:

- High or Very High and the macro was not signed and was automatically disabled by the application. Use the following procedure to enable the macro, if you have verified you can trust the source of the unsigned macro:

1. Select the Tools and Options... menu options and then select Security and Macro Security.... In the resulting Security dialog, set the security level to Medium by clicking the Medium radio button.
2. Close the file and any other instances of the application currently running on the computer.
3. Open the file again and click the Enable button when prompted to allow for the unsigned macro to run.



If you see this message when opening the file, select Enable Macros to continue to open the workbook.

Completing the Loan Sheets

The workbook contains a worksheet for each previously reported open loan. The sheet has five general areas.

- Identification information is listed at the top of the sheet, including the reporting period, RLF, and Commerce's loan number. Commerce loan numbers are made of a prefix and a numeral. The prefix "Fed" or "RLF" to indicate the source of funds for the loan.
- The loan recipient information, including name and address is listed next. All information is required for RLF loans, including new RLF loans. The physical address of the project should be listed, not the mailing address of the parent company, if different. Since all loans must be made within Wisconsin, listing the street address, city and ZIP code is sufficient for a complete address.
- The left block of loan terms will not generally require changes for existing loans. Please complete all fields for new RLF loans and correct or complete information for existing or changed loans.
- The right block of loan information should be updated with correct and complete information through the end of the reporting period. In the case that a loan was past due but made up payments between the end of the reporting period and the time the report was completed, report correct information as of the end of the reporting period.
 - Usage Note: **Final Payment Date** should be completed only if the loan finished (became Paid, Written Off, etc.) during the reporting period. Do not complete with the projected final payment date for open loans.
 - If Written Off, enter the final balance that was written off in the **Loan Balance** field.
- Note that the security section of the report has been changed from previous reports. For the last few years, Commerce has been attempting to assist RLF Administrators maintaining correct and up to date filings. This responsibility remains with RLF Administrators, but now will be reported by checking the appropriate box to indicate the type of security is correctly filed and up to date. Reported filings will be verified during audits and reviews.
 - Enter a brief description of any **Other** security backing the loan.

Adding New Loan Sheets

If the RLF has made a new loan during the reporting period, please create a new sheet for that loan by clicking on the New Loan button on the MAIN sheet. This will create an empty sheet to be completed as normal.

Excel 95, 97, 2000 users

Copy the New Loan Template sheet by right-clicking on its tab, choosing Move or Copy... and checking Create a Copy.

All Users

- Usage Note: principal amounts for all loans should be listed as negative numbers, (e.g., a new \$50,000 loan should be entered as -50000) to correctly reflect that figure money leaving the RLF account. This number will be listed as a withdrawal from the RLF account on the RLF Summary sheet. If a new loan is only partially disbursed, please note in the Comments section the amount actually disbursed during the reporting period.

Missing Loans

Please create a new loan sheet for any previously existing RLF loan that did not have a loan sheet when the report was opened and note in the Comments that this loan was missing from the report. Commerce will contact you to ensure this information is correctly reported.

Completing the RLF Summary sheet

You must complete this sheet to provide Commerce with other income, expense, and account balance information. Once all loans have been entered, please create the RLF Summary sheet by clicking on the Generate Summary Sheet button on the MAIN sheet. Complete all information, including final account balance. The sheet will reflect any variance between the amounts reported and the calculated change from the opening balance to the final balance.

Excel 95, 97, 2000 users

Complete the form as displayed, including copying information from the individual loan sheets and all requested RLF account information. Extra lines are provided in case new loans were made during the reporting period. You may copy and insert additional lines as needed for additional new RLF loans.

Excel 95, 97, 2000 users

Do not modify this sheet to change the sign of cash flow out of the RLF. The sheet properly calculates the RLF balance if all inputs (e.g., payments, interest) to the RLF are listed as positive values and all outflows (e.g., disbursements, expenses) are listed as negative values.

Completing the Certification Sheet

Once all other sheets are completed, update all information on the Certification sheet.

Do Not Complete

Do not change any information on the following sheets:

- Instructions
- LGU
- Param
- Collated

Saving the file

When all information is complete and correct, close the Excel file. It will automatically save all changes.

Filing the Report

Your report is due by the date indicated in the email that accompanied your semi-annual report. Filing the report consists of the following three steps.

Printing and filing the RLF copy

Open the semi-annual report and click the Print Report button on the MAIN sheet. This will print all loan sheets, the RLF Summary sheet and the Certification sheet.

Excel 95, 97, 2000 users

Print areas may not be set on your copy of the report as sent by Commerce. Each sheet has a colored area that may be highlighted and set as the print area: Using the mouse or keyboard to highlight the appropriate area. Then, choose the menu option File and Print Area and Set Print Area to set the print area.

Electronic Filing with Commerce

Close the semi-annual report file and send a return email to Peter.Norman@WI.Gov with the Excel file attached. In Outlook, create a new message and choose the menu options File and Attach, select the file from your local or network drive. Please include the RLF name and number in the Subject line and make any appropriate notes in the body of the email.

Filing the Certification

Once signed by the person completing the report and the Chief Elected Official, photocopy the Certification sheet, send the original signed copy to Commerce and file the photocopy with the remainder of the report hardcopy.

The report is not considered filed until the Excel file and the signed certification sheet have been received at Commerce.

Questions and Answers (Q&A)

Opening the SAR File

Q: I got it, however, I want to print the whole report and it is asking me for a password.

A: If you can only see the Instructions sheet, you didn't enable macros when you opened the report. You will have to close and reopen with macros enabled. If you enabled macros, you can see the MAIN sheet. The top button on that sheet labeled Print Blanks will print blank sheets for you to help collect data. I would still like you to complete and return the report in Excel, since I otherwise have to re-key your answers off of paper and into Excel at this end.

Saving the SAR File

Q: I cannot save the workbook. When I say to "save as" it will only save the instruction page.

A: The workbook always closes all the sheets (besides Instructions) to help ensure you enable macros each time. Whenever you "Save As," it stays open and you can see this. Just close the file and reopen from the place you saved it and all will be fine.

Printing Issues

NOTICE: Although the Semi-annual report allows you to print the reports for your records, please complete and return the report in Excel, since I otherwise have to re-key your answers off of paper and into Excel.

Q: I received your report forms, however, they came across in jumbled and unusable. Several of them are over 30 pages and should only be one page like last year.

A: I'm guessing you used the Excel menu and chose to Print the Entire Workbook. I don't think I had print areas set. Please contact me for a new copy if you don't want to set print areas yourself.

Filing Issues:

Q: My file is attached, should I mail a hard copy after the Village President signs it?

A: I don't need a hard copy of the whole report if I receive the completed Excel file, just mail the signed Certification.

Reporting Issues

GENERAL: All of the payment history information requested, including "Period" and "to Date" items should show the entire amount of receipts on the loan. That would include not only principal and interest, but also fees, penalties, settlement proceeds and any other income received as a result of the loan.

Q: A previously reported RLF Loan was never closed and I'd like to remove it from the report at this time.

A: Please set the status to X for canceled and let me know if the report seems to come up with incorrect figures anywhere and I'll help clean it up.

Q: My 5 year loan is making Annual payments, what term should I enter. There are only 5 payments expected.

A: I am tracking length of loan by months, even though payments may be annual or quarterly. It's easy to convert that information here. Payment intervals can change easily, but the duration of the loan doesn't normally change very easily. Please enter 60 months for the term.

Q: On the individual loan sheets, should the "Loan Balance" (on the right side of the worksheet) be a total of principal and interest due, or only principal?

A: The loan balance reported should be the amount of outstanding principal and earned interest at the time the reporting period ended. That should be equivalent to the payoff as of that date. In the case of a loan that is written off, the balance should show the amount of the loan that was written off (lost to the community).

Q: Why is principal reported as a negative number?

A: Principal should be reported as a negative number (e.g., -\$25,000) to reflect it is money that left the RLF account. (Received payments are recorded as positive since they add to the account balance.)

Q: How do I report irregular payments?

A: Payment Interval is selected from the list. Please note in the comments if the payment schedule is irregular in frequency or amount.

Q: How do I report irregular payment amounts?

A: The Payment Amount should reflect the regular payment amount due at the end of the reporting period, whether during a deferral period or regular payment phase of the loan. Here are some specific examples:

- a) If the loan is currently in a \$0 payment phase, report \$0.
- b) If the loan is paying interest only, report the amount of interest payments.
- c) If the loan is amortized for a longer payment period and a final, large balloon payment, report the amortized regular payment with a comment noting the amount of the final payment.
- d) For single-payment loans, report the entire anticipated final payment amount and report a payment interval of "Single."
- e) If seasonal payments are being made, note this in the Comments.

Q: How do I report the term for a loan with a deferral period?

A: Term is the period from the Loan Date to the last planned payment date. For example, a loan made on Jan 1, 2000 with a 12-month deferral (Jan 1, 2001 First Payment Date) and 36 equal installments, the final payment due on Dec 1, 2003 is a 48-month loan with a 12-month deferral.

Q: What should I list for Leveraged Funds?

A: Leveraged Funds should reflect the amount of private investment matching or exceeding the amount of loan principal that establishes the loan met the Federal, State and Local leveraging requirements. This is a requirement in all RLF Manuals.

Q: Should I report administrative expenses to each loan? Should I report the net payments received?

A: Administrative expenses incurred are not reported on a per-loan basis. Payments reported should never be modified by incurred expenses. Expenses are summed and reported on the RLF Summary sheet. Clarifying comments may be made on individual loan sheets.

Less Common Situations:

Your loan committee or board has decided to refinance an existing loan to help a business through an unusually difficult business cycle. When completing the semi-annual report:

Most Common:

Update the existing reported loan with the new loan terms. Payments received to date should continue to include past payments to reflect the total amount the business has repaid.

Uncommon: When the original loan contract (Loan A) is terminated and replaced with a substantially new contract (Loan B) or new parties to the contract.

For Loan A: Report the status Refinanced, the final balance at the time the contract ends, and the date the last payment was received under the terms of that loan as the Final Payment Date.

For Loan B: report as a new loan with principal matching the Loan A final balance and report only Loan B payments for paid to date.